

PROCEDURE FOR OBTAINING A BOTTLED WATER DISTRIBUTOR LICENSE

License Application Form: DHS 8590

California Health and Safety Code (H&SC) Sections 111120 requires that a bottled water distributor obtain a license issued by the Department of Health Services in order to deliver water products in **returnable** bottles (e.g., 4- or 5-gallon bottle) from a bottler to a customer's home or office and/or provides the service of replacing bottled water on a customer's cooler. You do not have to obtain the bottled water distributor license if you deliver or sell bottled water packaged in single serve bottles (one time use only-bottles which are found on supermarket shelves; e.g., 7 oz size-bottled water), provided that the bottled water was bottled at a licensed water bottling plant. The following describes what you must do to obtain the "bottled water distributor" license:

LICENSE APPLICATION

Submit a completed application form with the required fee. You may call the FDB Water Licensing Desk at (916) 650-6515 to receive **Form DHS 8590** by mail, or download the form from the FDB website, <http://www.dhs.ca.gov/fdb/> (click "Application Instructions and Forms").

Please make sure to write down your firm name (If your check does not bear the firm name), license number (If the application is for renewal of your license), and the phrase "PCA Code 85125" on your check or money order. The fee is non-refundable.

Any incomplete and/or illegible application will be RETURNED to the applicant. License fees are adjusted annually as required by H&SC Section 100425.

FDB will perform an on-site inspection of your facility to assure that the facility meets the requirements specified in state and federal laws before issuing a license. Please contact one of the FDB offices for an appointment for inspection.

NOTE: Submit the information specified below in duplicate to a Food and Drug Investigator at the time of inspection of your facility.

INFORMATION REQUIRED AT THE TIME OF INSPECTION

1. Name of the licensed bottling firm whose product(s) you distribute in California, the bottling plant's address, phone number, and license number issued by the California Department of Health Services' Food and Drug Branch (FDB).
2. Original-product labels, advertising and promotional materials which comply with the requirements of the California H&SC and applicable regulations. Photocopies of these materials are not acceptable. Typed or photocopied labels may be submitted with prior

approval of FDB only if the labels are: (1) printed or embossed directly on bottles, or (2) large labels (greater than 100 square inches in label size) are printed directly on large boxes.

3. Substantiating information for label claims. Water designated as Purified Water, Spring Water, etc. must meet the product definitions as specified in H&SC Section 111175 and 111195, and must comply with the regulations on nutrition labeling (H&SC Section 110100).
4. Copies of a form(s) or a logbook for documenting product lot codes, dates of production, warehouse facilities, date and place of distribution, and gallons distributed.
5. Information on dispensing coolers that the distributor operates such as: number of coolers, their locations, sanitizing procedures, sanitizing/cleaning compounds used, frequency of cleaning/sanitization.
6. Other Agency's Requirement: Your firm may have to register with the California Department of Conservation (CDC) in compliance with the California Beverage Container Recycling Act. We suggest that you contact the CDC to obtain the information about registration:

California Department of Conservation, Division of Recycling, Client Service Section
810 K Street, 17th Floor, Sacramento, CA 95814
Phone Number: 1-800-RECYCLE (732-9253)
Web address: <http://www.bottlesandcans.com/where.php>

7. After obtaining the license, you must do the following:
 - a. Record keeping: You must keep all records for at least for 2 years pursuant to the Title 21, Code of Federal Regulations, Section 129.80 (h). Refer to this section regarding the types of information to be kept.
 - b. You must inform FDB before beginning to deliver water products bottled by a different bottler(s) from those declared on the license application, or when your product labels are revised or modified. You must also notify FDB if your water is recalled.
 - c. Renewal of license: Your license is valid for one calendar year. It is your responsibility to renew the license prior to the expiration date, which is printed on the license. You will receive a renewal notice from FDB approximately two months before the expiration date of your license. Follow the instructions on the renewal notice and submit the completed application form with a check or money order for the license fee payment. If for some reason, you do not receive a renewal notice, you may contact the FDB Water Licensing Desk at (916) 650-6515 to request an application or download an application from the FDB website at: <http://www.dhs.ca.gov/fdb> (click "Application Instructions and Forms" button on

the left side of the page): Select the link for “Bottled Water Distributors License Application (DHS 8590).” Please make sure that you submit the completed application form and a check or money order for the license fee payment.

FOOD AND DRUG BRANCH OFFICES

FDB Food Safety Inspection Unit-Northern Region

100 Paseo de San Antonio, Room 304, San Jose, CA 95113
Telephone: (408)277-1832; Fax: (408) 277-1141

FDB Food Safety Inspection Unit-Southern Region

1449 West Temple Street, Room 224, Los Angeles, CA 90026
Telephone: (213) 580-5720; Fax: (213) 580-5750

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